

Governor's House Facility Guidelines & Fee Schedule

State of Idaho Executive Residence

www.governorshouse.idaho.gov

governorshouse@adm.idaho.gov

All requests for use of the Governor's House will be coordinated by the Department of Administration, (208) 332-1826, FAX (208) 334-2307.

Anyone requesting use of the Governor's House must meet **ALL** criteria set forth in the Governor's House Policies. Approval of requests will be at the discretion of the Department of Administration and the Office of the Governor. Any individual or organization that does not meet the specified criteria will not be granted use of the facility.

The most important guideline for organizations using the Governor's House is: "Please leave it as you found it." Beyond this overriding policy, any organization hosting an event at the Governor's House is expected to adhere to the following guidelines.

SECTION A: REQUESTING USE

The Governor's House is first and foremost the executive residence for the Governor and First Family and should be treated as such.

1. Use of the Governor's House is limited to the following individuals or groups, **8:00 AM – 5:00 PM, Tuesday thru Thursday:**
 - a. Governor and First Lady
 - b. Cabinet Offices
 - c. Constitutional Officers
 - d. State Entities including but not limited to agencies, boards, and universities.

The Governor and First Lady take priority when scheduling events at the Governor's House. The private residence is not available at any time.

2. The ballroom, boardroom, small dining room, kitchen and patio are the only areas available for events. **Furniture in the house must remain in place for all events.** Hosting organizations should keep in mind the furniture currently in the house when making event arrangements. No tenting will be allowed on the Governor's House property.

With the furniture currently in the house, each room can accommodate the following:

Grand Ballroom: approx. 60 – 70 people with access to additional 5' round plastic tables,
6' rectangular plastic tables and plastic folding chairs

Boardroom: up to 15 people around the conference table

Dining Room: up to 6 people around the dining table

3. **No red juice, punch or wine is permitted in any area of the house at any time.**
4. No glitter or confetti of any kind is to be used in any room of the Governor's House.
5. This is a smoke and flame free facility. No open flame, flammable fluids, or explosives shall be permitted on the premises.
6. Keep in mind that the Governor's House has limited handicap accessibility.
7. No animals are allowed on the property or in the residence at any time, except service animals.
8. The sponsor of any outdoor function may be required to furnish Sani-Hut facilities and trash dumpsters.

SECTION B: BEFORE YOUR EVENT

1. Hosting organizations will need to appoint a single individual to act as the primary contact for the event and assume responsibility for contacting the Department of Administration to discuss details of the group's event. The appointed individual should list all applicable contact information such as cell phone number and email on the *Governor's House Facility Use Request Form*.
2. No less than two weeks prior to your event, the hosting organization will need to provide a complete guest list as well as a detailed timeline of events including set up times, when guests will arrive, duration of the event and clean up times. **Please make sure that you set aside at least one (1) hour of your "Governor's House Use Time" before and after the event for preparation and clean up purposes.**
3. Payment for use of the House and cleaning deposit (if applicable) must be received by the Department of Administration prior to your event. See SECTION E for fee schedule.
4. The hosting organization's primary contact person will be responsible for coordinating deliveries and pick-up for rental services, florists, catering, etc. The primary contact person is required to be at the Governor's House for all deliveries and pick-ups. The Governor's House representative that will be on-site during your event will **NOT** take receipt of any deliveries on behalf of the event host. Delivery and pick-up should be scheduled the same day as the event. Should pick-up the following day be necessary, the primary contact person will need to make special arrangements with the Department of Administration representative. The primary contact person must then be present for following day pick-ups. If the pick-up takes longer than one hour, or if the equipment is not picked up the following day, the hosting organization may be charged an additional day's use fee.
5. Parking at the Governor's house is extremely limited. The driveway will accommodate approximately 12 – 15 vehicles. At no time, will parking on the grass be permitted. Events requiring additional parking will need to make special arrangements. Please contact the Department of Administration for further information.

SECTION C: AT YOUR EVENT

1. The primary contact person will also be responsible for accompanying the House representative on a walk-thru of the house and for completing the *Governor's House Pre & Post Event Checklist* detailing any and all existing or noticeable damage or non functioning items in the house. The hosting organization may be held liable for any damage to the House that is not noted on the checklist prior to the start of the event.
2. The hosting organization should be prepared to provide their own reception person to greet guests (be ready for guests who arrive early), help with coats, and distribute name tags. The group is responsible for everyone who enters and leaves the residence. The reception person must monitor the entrance for the entire period the group is in the residence. It is important for this individual to be aware of those invited and to be alert of any outsiders. The reception person should also be prepared to offer taxi service information for all events where alcohol will be served to prevent individuals from drinking and driving.
3. The hosting organization is restricted from using the Governor's House telephone for any long-distance calling. If any long-distance calls are made during the event, the hosting organization is responsible and will be billed for those costs

SECTION C: AFTER YOUR EVENT

1. The primary contact person will need to accompany the House representative again on a walk-thru of the house to complete the *Governor's House Pre & Post Event Checklist* detailing any and all new or noticeable damage or non functioning items in the house. Checklists will be provided by the Department of Administration and reviewed for accuracy.
2. Following an event, all trash, litter, or other debris should be placed in a trash receptacle.
3. All costs associated with entertainment, food, beverages, decorations, flowers, invitations, printing and mailing, set-up, clean-up, and damage or repair will be borne by the hosting organization.

SECTION D: CATERING & FOOD SERVICE

1. The Governor's House does not provide any dishware, flatware, serving utensils, linens or other items necessary for hosting an event. Hosting organizations and/or caterers will be responsible for providing these items as necessary and removal of such items after the event. The Governor's House is not responsible for any items left at the house after the event.
2. **Events of more than twenty (20) people, that plan to utilize the kitchen either to prepare or serve food, may be assessed a \$200.00 refundable cleaning deposit.**
3. The kitchen is available for use by hosting organizations without a caterer for events with less than fifty (50) people. If the hosting organization is serving beer, wine, and/or liquor without a professional caterer possessing an appropriate license to serve alcohol, the group shall ensure that all attendees are twenty-one (21) years or older.
4. **Events of more than fifty (50) people are required to use a professional caterer.** If alcoholic beverages are to be served, such beverages must be served by the professional caterer, who must possess an appropriate license to serve beer, wine, and/or liquor.
5. Professional caterers must be licensed and able to provide proof of such license to the Department of Administration prior to the event. It is the responsibility of the hosting organization to see that a signed copy of the *Caterer's Agreement* is returned to the Department of Administration at least two weeks prior to the event.

SECTION E: FEE SCHEDULE

1. Any State entity granted use of the Governor's House, will be assessed a use fee. Fees do not include charges for repair of damages to the Governor's House or property that occur during this event. The State entity fee schedule is as follows:
 - 1 to 70 attendees, 4 hours or ½ day = \$100*
 - 1 to 70 attendees, 9 hours or full day = \$200*Events larger than 70 people require special approval by the Governor's Office and may be assessed additional usage fees. These events will be reviewed on a case-by-case basis.
2. Entities requesting use of the Governor's House outside of the standard operating hours, **8:00 AM – 5:00 PM, Tuesday thru Thursday**, are subject to additional fees.
 - Additional \$50 for events that require access to the house before 7:30 AM or after 5:00 PM*
 - Additional \$100 for events that require access to the house on weekends*
3. All payments for events will be due no less than forty-eight (48) hours before the event. The payment will include the usage fee and cleaning deposit (if applicable). Payment should be made via check or STARS transfer to the **Department of Administration**. Invoices can be requested from the Department of Administration if necessary.

* Rates listed above are good through June 30, 2012.

SECTION F: CERTIFICATE OF INSURANCE & OTHER LIABILITY

1. Hosting organizations will be held liable for any damage caused during its event.
2. Any damage discovered prior to an event that was not reported on the *Governor's House Pre & Post Event Checklist* should immediately be reported to the Governor's House representative coordinating your event. Unreported damage may become the responsibility of the hosting organization.
3. If anything becomes damaged during the event, immediately notify the representative coordinating your event
4. Nothing may be attached, hung, or otherwise affixed, either temporarily or permanently, to any surface. Easels and other free-standing devices should be utilized and provided by the hosting organization.